

20th June, 2023

Terms of Reference



Gender Focal Point

1. Background

With the support from Love Alliance, INPUD is seeking to support a Gender Focal Point to increase the capacity of women who use drugs and the International Network of Women who Use Drugs (INWUD). The Gender Focal Point will initiate and mobilise online engagement with the community of women who use drugs, coordinate online events and engage in relevant forums and support fundraising efforts.

2. Scope and objectives of the assignment

- Work on mobilising individual membership of International Network of Women who Use Drugs (INWUD) through the INWUD e-list
- Act as a focal point between INPUD and INWUD by bridging communication and access to information
- Engage in new funding opportunities for the community of women who use drugs, under direction of the Executive Director
- Coordinate online events and webinars that drive community connections and exchanges of skills and knowledge
- Mobilise women who use drugs to be more actively engaged in the strategic discussions related to women who use drugs at the global level

3. Tasks and Activities:

- Maintain bi-directional information exchange to ensure that INWUD members have access to, and that information is further disseminated to INWUD membership, as well as carried forward to the Secretariat
- Provide inputs into INPUD's materials from a gender perspective, in consultation with INWUD membership
- Track funding opportunities for women who use drugs and develop grant proposals as requested
- Run and facilitate online meetings on agreed topics, agendas and issues
- Other tasks as requested, including travel as agreed.

4. Timelines

The focal point is expected to work 10 hours per week between July – December 2023 (possibility of extension).

5. Location

Home-based

6. Stipend

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US\$ 1,000 monthly

7. Criteria:

- Identifies as a woman who uses drugs, in all their diversity;
- Excellent knowledge of the issues, concerns and perspectives of women who use drugs;
- Engaged in drug user advocacy at the local/national/regional and/or global level;
- Experience in fundraising and grant writing;
- Excellent IT and communication skills;
- Good coordination and logistical skills;
- Committed, creative and passionate;
- Ability to work in a fast-paced environment;
- Ability to take initiative and be self-directed, but also be a team player;
- Fluent in English

Please submit your CV and one page motivation letter by July 5th to consultancies@inpud.net

Estimated starting date: 15th July 2023